

California School Finance Authority
2013-14 Charter School Revolving Loan Fund Program Application
(Pursuant to California Education Code Sections 41365-41367 and
California Code of Regulations, Title 4, Sections 10170.16-10170.24)

Please Select One:

☐ **Option A:** Application is submitted by charter school that is incorporated

☐ **Option B:** Application is submitted by a Chartering Authority on Behalf of a Charter School

Loan Request Information

Loan Amount Requested (maximum \$250,000 per Charter School)		Loan Repayment Period Requested (1 to 5 years)	
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Applicant Information (Charter School or Chartering Authority)

Applicant Name	
Contact Name and Title	
Contact Mailing Address, City, State and Zip Code	
Contact Email Address	
Contact Phone Number	

Charter School Information

Charter School Name	
Charter School CDS Code	
Charter School Number	
Charter School Funding Model (Local or Direct)	
Chartering Authority	
Charter School Physical Address	
City, State, Zip Code	
Date of Charter Approval	
Date of Charter Expiration	
Current Average Daily Attendance (%)	
Students Eligible for Free or Reduced Price Meals (%)	
Date Charter Began Operations	
Number of Students Currently Enrolled	
Estimated Average Daily Attendance	
English Learners (%)	

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Additional Documents Required (All Applicants):

- ☐ 1. Written Request for the loan that describes:
- a. The financial needs of the charter school, including a brief description of the charter school's business plan.
 - b. The impact the receipt of the loan will have on the operations of the charter school.
 - c. The impact the receipt of the loan will have on the charter school's receipt of other public or private financing.
 - d. Availability of other sources of funding to the charter school.
 - e. Any plans for creative uses of the funds, such as loan guarantees or other types of credit enhancements.
 - f. Availability of other sources of funding to the charter school.
- ☐ 2. Financial Documentation:
- a. Audited financial statements (if available).
 - b. Adopted budget for the first fiscal year applicant is applying for the loan.
 - c. Budget projections for at least the four fiscal years beyond the fiscal year for which the applicant is applying.
 - d. Monthly cash flow statement identifying timing and receipt of all revenues and expenditures included in the budget.
 - e. Listing of historical, current, and anticipated future funding through private contributions.
 - f. Listing of the total amounts, annual amounts, interest rates, and maturity dates of all existing and anticipated short- and long-term debt obligations.
- ☐ 3. Operational Documentation:
- a. Articles of Incorporation of the Charter School as approved by the California Secretary of State.
 - b. Legal Status Questionnaire (See Attachment A)
 - c. Most recent business plan and/or strategic plan for at least the next four academic years.
 - d. Listing of applicant's board of directors including their occupations, cities of residence, and terms of office.
 - e. Resumes of charter school key staff members (e.g. CEO, President, Operations Manager, CFO, Principal, etc.)
 - f. Historical, current, and projected enrollment and attendance for the next five academic years by grade level.
 - g. Targeted student population and student year-to-year retention rates for all of operation of the charter school.
 - h. Listing and copy of all material contracts such as management, support services, transportation, and any anticipated contracts involving use of space or equipment to be financed with CSRL funds.
 - i. A valid current charter between the applicant and its authorizer with expiration date.
- ☐ **For Option B – Chartering Authority Applicants Only:**
- a. Operational agreement or memorandum of understanding between charter school and chartering authority.

Submit Complete Application and Supporting Documentation to:

California School Finance Authority
Charter School Revolving Fund Loan Program
915 Capitol Mall, Suite 101
Sacramento, CA 95814

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Option A Certification

Incorporated charter school is applying for and guarantees repayment of loan:

The undersigned hereby request(s) a loan from the Charter School Revolving Loan Fund in accordance with Education Code sections 41365-41367. I hereby certify to the best of my knowledge and belief, that the above information and supporting documents are true and correct and that any loan funds received as a result of this application will be used in accordance with Education Code Section 41365, all other applicable state and federal laws and regulations, general legal assurances, and instructions for the loan application. By signing this document the incorporated charter school that is requesting the loan is assuring the repayment of the loan in full, even in the event of closure of the charter school or the charter school's inability to make annual repayments.

**Signature of Authorized Charter
School Representative**

Printed Name

Title

Date

Option B Certification

Chartering authority is applying for and guarantees repayment of loan:

The undersigned hereby request(s) a loan from the Charter School Revolving Loan Fund in accordance with Education Code sections 41365-41367. I hereby certify to the best of my knowledge and belief, that the above information and supporting documents are true and correct and that any loan funds received as a result of this application will be used in accordance with Education Code Section 41365, all other applicable state and federal laws and regulations, general legal assurances, and instructions for the loan application. By signing this document the chartering authority that is requesting the loan is assuring the repayment of the loan in full, even in the event of closure of the charter school or the chartering authority's inability to make annual repayments.

**Signature of Authorized Chartering
Authority Representative**

Printed Name

Title

Date

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Attachment A

LEGAL STATUS QUESTIONNAIRE

1. Disclose material information relating to any legal or regulatory proceeding or investigation in which the applicant/borrower/project sponsor is or has been a party and which might have a material impact on the financial viability of the project or the applicant/borrower/project sponsor. Such disclosures should include any parent, subsidiary, or affiliate of the applicant/borrower/project sponsor that is involved in the management, operation, or development of the project.

Response: _____

2. Disclose any civil, criminal, or regulatory action in which the applicant/borrower/project sponsor, or any current board members (not including volunteer board members of non-profit entities), partners, limited liability corporation members, senior officers, or senior management personnel has been named a defendant in such action in the past ten years involving fraud or corruption, or matters involving health and safety where there are allegations of serious harm to employees, the public, or the environment.

Response: _____

Disclosures should include civil or criminal cases filed in state or federal court; civil or criminal investigations by local, state, or federal law enforcement authorities; and enforcement proceedings or investigations by local, state or federal regulatory agencies. The information provided must include relevant dates, the nature of the allegation(s), charters, complaint or filing, and the outcome.

Signatures on behalf of [*print or type school name*]: _____

I/We attest that we have provided full disclosure *as indicated* in response to items #1 and #2 above.

Signature of Principal, CEO, or Lead Administrator

Date

Print or Type Name: _____

Signature of President or Chair of Governing Board

Date

Print or Type Name: _____